

KEY ACTIVITY IMPLEMENTATION MILESTONES

Responsible Completion

Tasks/Activities Official(s) Date

1. OST DATA CLEAN UP Doug Lords, OST

- A. Establish Project Charter Completed 11/30/96
- B. Organize Project and Temporary Staff to Conduct Records Clean Up Pilot Completed 12/31/96
- C. Select and Clean Up a Test Agency (Flathead Agency, Portland Area) Completed 03/31/97
- D. Select Additional Test Site and Clean Up Records (Albuquerque Area) Completed 06/30/97
- E. Develop and Refine Clean Up Processes Completed 06/30/97
- F. Acquire Contractor to Perform Clean Up of Financial Records in 18 Months Completed 08/27/97
- G. Select Pilot Site - BIA's Phoenix Area Completed 11/13/97
- H. Task Contractor for- Methods Study, Planning, & Production Gear-up Completed 09/30/97
- I. Task Contractor to Initiate, Conduct and Complete Clean Up Completed 01/05/98
- J. Gather Phoenix's Trust Records Centrally in Albuquerque Completed 02/03/98
- K. Finish Clean Up of Phoenix Area Financial Trust Records Completed 03/29/98
- L. Continue Gathering IIM File Jackets and Trust Records from Other Areas On-going
- M. Oversight Contractor's Efforts and Report on Progress On-going
- N. Complete IIM File Jacket Clean Up 06/30/99
- O. Organize and Initiate Follow-on Clean Up Efforts On-going

2. BIA DATA CLEAN UP Mona Infield & Stuart Ott, BIA

- A. Assign BIA Data Administrator and Data Administration Team Completed 07/31/98
- B. Identify Data Elements, Standards, & Metrics & Ownership Issues 10/31/98
- C. Perform Data Quality Analysis 12/31/98
- D. Develop Data Clean Up Strategy, Policies and Procedures 01/31/99
- E. Train on Data Clean Up and Data Quality Policies and Procedures 01/31/99
- F. Perform Pre-Deployment Data Clean Up in Current Systems 05/31/99
- G. TAAMS Replacement Post-Deployment Clean Up 06/30/00

3. BIA PROBATE BACKLOG Rosemary Knoki, BIA

- A. Inventory Pending Probates 07/31/98
- B. Develop Probate Database 12/31/98
- C. Prioritize and Implement Estate Backlog Reduction Effort 10/31/98

D. Request Probate Funding to Reduce Backlog 01/31/99

4. OHA PROBATE CASELOAD Robert Baum, OHA

A. Analyze Existing OHA Caseload 01/31/99

B. Coordinate with BIA to Develop Probate Estimates and Time frames On going

C. Determine Most Effective Use of Resources On-going

D. Initiate Processes to Prevent Lengthy Probate Decision Delays 03/31/99

E. Establish Monitoring and Tracking System For DOI Probate Case Loads 09/30/98

5. BIA APPRAISAL PROGRAM Larry Scrivner, BIA

A. Determine and Ensure Certification Qualifications of BIA Appraisers On-going

B. Development of a Real Estate Appraisal Handbook 09/30/98

C. Develop and Maintain Database for Tracking Appraisals 07/31/98

D. Evaluate and Survey Fair Market Value Appraisal Requirements 11/30/98

E. Hire Bureau-wide Chief Appraiser 09/30/99

F. Increase Funding for Appraisal Program to Address Backlog 09/30/00

6. TRUST FUNDS ACCOUNTING SYSTEM Dianne Moran, OST

A. Obtain DOI and CIO Approval for the System and Approach Completed 11/23/97

B. Develop and Submit a RFP and Statement of Work Completed 12/30/97

C. Select Pilot Site from Among BIA Area Offices Completed 11/13/97

D. Publish RFP's for TFAS Completed 01/05/98

E. Receive and Evaluate Proposals Completed 03/26/98

F. Award TFAS Contract Completed 03/26/98

G. Complete OST Data Clean Up for Phoenix Area Completed 03/29/98

H. Select and Train Conversion/Implementation Team Completed 04/20/98

I. Acquire External Consulting Services to Assist in Implementation On Hold 05/31/98

J. Develop and Implement Conversion Strategy Completed 06/23/98

K. Train Support and User Personnel 08/31/98

L. Reconcile and Convert Data 08/31/98

M. Acquire and Distribute End User Work Stations to Field 08/31/98

N. Initiate and Pilot New Trust Funds Accounting System (BIA's Phoenix Area) 08/31/98

O. Convert Tribal Accounts and IIM Pool to New Trust Funds Accounting System 02/28/99

P. Complete Data Clean Up for Remaining Conversion Sites 06/30/99

Q. Following Successful Pilot, Roll TFAS Out to Remaining OTFM and BIA Sites 12/31/99

7. TAAMS SYSTEM Charissa Smith, DOI

- A. Select Pilot Site Completed 11/13/97
- B. Acquire External Professional Consulting Services Completed 03/31/98
- C. Assemble Senior BIA and OST Team to Develop Requirements Completed 04/24/98
- D. Organize Joint Technical Team to Develop Detailed Specifications & RFI 08/31/98
- E. Obtain DOI Approval (TIA/IRMC) for System and Approach 08/31/98
- F. Prepare and Publish RFI for COTS Systems Completed 06/19/98
- G. Develop RFP Using Joint BIA/OST Technical Team and Systems Consultant 08/31/98
- H. Award Contract to Successful Proposer 10/31/98
- I. Select and Train Joint Conversion/Implementation Team 11/30/98
- J. Develop and Implement Conversion Strategy in Coordination with Contractor 05/31/99
- K. Develop and Implement Pilot Test Protocols to Determine Success 05/31/99
- L. Complete Re-Implementation Data Clean up of Billings Area 05/31/99
- M. Acquire and Distribute End User Work Stations to Field 05/31/99
- N. Complete Training of Support and User Personnel 05/31/99
- O. Initiate and Pilot TAAMS at BIA's Billings Area Office 06/30/99
- P. Perform and Complete Valuation of Pilot Test Protocols 08/31/99
- Q. Commence and Complete Roll-Out of TAAMS at Rate of 1 BIA Area per Month 09/30/00

8. LRIS ENHANCEMENTS Charissa Smith, DOI

- A. Develop LRIS Requirements and Detailed Plan 08/31/98
- B. Obtain DOI Approval (TIA/IRMC) for System and Approach 08/31/98
- C. Obtain Off-the-Shelf Systems and/or Contractor Support 10/31/98
- D. Develop LRIS Initial Core Capability 06/30/99
- E. Plan BIA Infrastructure Upgrades to Support LRIS 04/30/99
- F. Deploy Infrastructure Upgrades 05/31/99
- G. Develop LRIS Training 05/31/99
- H. Develop Conversion Utilities 05/31/99
- I. Complete Data Conversion and Reconcile/Convert Data 06/30/99
- J. Initiate and Pilot LRIS at BIA's Billings Area 10/31/99
- K. Commence and Complete Rollout of LRIS at Rate of 1 BIA Area Per Month 10/31/00

L. Develop LRIS Increment 2 Project Plan 01/31/00

M. Develop LRIS Increment 2 09/30/00

9. MMS SYSTEM REENGINEERING Milton Dial, MMS

A. Initiate Program-Wide Reengineering With Full-Time Design Team Completed 04/30/97

B. Identify Processes for Business Process Review Completed 05/31/97

C. Benchmark the Processes On-going

D. Map Processes Completed 07/11/97

E. Obtain Customer/Constituency Input On-going

F. Complete Preliminary Design Document/Decision to Proceed Completed 03/31/98

G. Complete Prototyping and Pilot Testing 09/30/98

H. Design Documents and Implementation Plans 09/30/98

I. Initiate Design of New Automated Support Systems 07/31/99

J. Implement New Systems and Organizational Structures -- compliance 09/30/00

-- financial management 09/30/01

10. RECORDS MANAGEMENT Joint Working Group, DOI

A. Establish OST/BIA Working Group to Coordinate Joint Records Solution Completed 02/11/98

B. Transfer Control Over Trust Financial Records from BIA to OST Completed 03/05/98

C. Prepare Financial and Work Plans for OST and BIA Records Operations Completed 06/30/98

D. Develop Joint Procedures for Records Access Completed 06/09/98

E. Develop Agreement Between OST and BIA on Records Operations Completed 06/09/98

F. Prepare Plan to Comply with Electronic Records Regulations 04/30/99

G. Prepare/Gain Approval of Records Imaging Technology Completed 06/30/98

H. Develop Respective Records Control Schedules 09/30/98

I. Develop Agreed Upon Approach to Indian Trust Records Management 12/31/98

J. Commence Records Imaging Efforts Completed 06/30/98

K. Prepare Analysis of Records Storage Requirements 01/31/99

L. Develop Training Plans, Schedules, Manuals and Training Aids 01/31/99

M. Develop/Update Policies and Procedures with MMS, BLM, and DOI 06/30/99

N. Conduct Training of Records Staff and Trust-Related Program Personnel 06/30/99

O. Develop Contingency Plans for Potential Hazardous Impacts to Records 06/30/99

P. Establish Evaluation Teams; Conduct Cyclic Evaluations of Records Programs On-going

Q. Deliver Training to Account for Staff Turnover, Cyclic Reviews, New Methods On-going

11. POLICY AND PROCEDURES Dick Fitzgerald, OST

- A. Organize Inter-Bureau Committee Completed 06/23/98
- B. Inventory Existing Policies and Procedures 08/31/98
- C. Review Existing Policies, Procedures and Delegations 12/31/98
- D. Revise Existing Policies; Develop New Policies and Procedures, Where Necessary 09/30/00
- E. Revise Existing Procedures/Delegations; Establish New Procedures 09/30/00
- F. Publish Appropriate Trust Policy, Procedures, Handbooks and Manuals 09/30/00
- G. Devise Method for Future Review and Changes 09/30/00

12. TRAINING Dianne Moran, OST

- A. Schedule and Deliver Training for 105 Personnel by TFAS Contractor 07/31/98
- B. Acquire External Professional Services of Training Contractor 08/31/98
- C. Obtain Training Information from Trust and Realty Employees 02/28/99
- D. Analyze Findings: Describe Reported Needs and Gaps 05/31/99
- E. Determine Gaps--Missing Labor Categories and Skills 05/31/99
- F. Identify Existing Courseware to Meet Skills Gap 07/31/99 G. Develop Courseware Not Available 11/30/99
- H. Schedule and Deliver Non-Systems Training On-going

13. INTERNAL CONTROLS Harriet Brown, OST

- A. Develop Inventory of Internal Control Weakness Completed 05/29/98
- B. Catalogue Internal Control Weaknesses into Analysis Framework Completed 05/29/98
- C. Identify and Develop Remediation For Acute Internal Control Weakness 08/31/98
- D. Analyze Weaknesses to Determine Current Status - Resolved/Unresolved 09/30/98
- E. Map Weaknesses to Current Improvement Efforts 10/31/98
- F. Coordinate with Affected Bureaus/Offices to Develop Action Plans 10/31/98
- G. Develop Oversight and Follow Through Monitoring Procedures 11/30/98
- H. Establish Continuing Quality Assurance Presence to Prevent Relapses 06/30/99